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UNITED STATES DEPARTMENT OF AGRICULTURE
Library
Washington, D. C.

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LIBRARY CIRCULAR NO. 4

Procedure For Acquisition and Inventory
of Published Materials as Working Tools

The following procedure for the acquisition and inventory of working tools has been worked out in cooperation with representatives of the various bureaus and offices. If it needs modification or clarification in any respect, please submit suggested changes to the Department Librarian.

This procedure is concerned only with material to be filed more or less permanently with individuals or in offices of bureaus, in accordance with Department Regulations 1911, 1914, and 1915. It does not apply to the borrowing of books from the Department Library or from any of its branches, sub-branches, or stations, by individual employees for limited lengths of time, under the provision of Department Regulation 1916, nor does it apply to publications classed as expendable. (see Department Regulation 1911, 1912, and 1914.)

I. Acquisition of Working Tools

A. In Washington

Working tools for use in Washington may be obtained: (1) by loan from the Department Library to the bureau; (Please note that working tools are not loaned to individuals) (2) by purchase from bureau funds; (This applies only to those bureaus which have authority to purchase publications for use in Washington) (3) by purchase from Library funds; (for those bureaus which do not have authority to purchase books for use in Washington) (4) by gift.

B. In the Field

Working tools for use in the field may be acquired: (1) by loan to the bureau from the Department Library. (2) by purchase from the bureau's funds. (3) by gift.

Since the acquisition of working tools will be handled only through the representative designated by each bureau, all requests for working tools must come to the library from the bureau representatives.

C. Procedure for Obtaining Publications as Working Tools

All requests for working tools shall:

1. be submitted to the Library on "Request for Purchase of Publication" (Form AD-244), with the words "working tool" written on the right side of

the author line of the AD-244.

2. The AD-244 shall give the name and address of the person to whom the library is to address the publication. (This may be the bureau representative or some other person)

3. Approval of the request by the bureau representative shall be indicated by his signature on the lower lefthand corner of the AD-244.

4. If it is a request for a purchase instead of a loan, the appropriation from which the publication is to be obtained must be indicated on each AD-244, and the lower portion of the form must be signed by an officer of the bureau authorized to approve expenditure of its funds. If the publication is to be purchased from Department Library funds, the word "Library" should appear in the space for the appropriation symbol.

When the Form AD-244 is received in the Library, the shelves will be searched to see whether a copy can be supplied from stock without purchasing the books. If this can be done, the book will be sent as indicated on the AD-244; and the AD-244 will be returned to the bureau, with a note indicating that the book has been supplied from stock rather than by purchase.

To provide working tools to those bureaus which do not have authority for the purchase of books for use in Washington, the Department Library will allot a specified amount to be spent for working tools for that bureau, and will notify each bureau representative of the amount available for his bureau. Monthly statements will be sent to the bureau representative so that he may keep within the amount allotted.

II. Inventory

For the purposes of inventory, working tools are all non-expendable publications of the Department except: 1. Unbound current periodicals which are less than five years old (periodicals are defined as publications issued quarterly or more frequently). 2. Those filed in branches, sub-branches, or stations of the Department Library. (For a list of branches, sub-branches and stations, see Library Circular No. 3)

Date for Inventory Report

The first annual inventory report shall be submitted to the Department Library on or before June 30, 1943.

Inventory Procedure

A record of the inventory in duplicate shall be sent to the Department Library, preferably on 3 x 5 slips. It may, however, be submitted on sheets with the items in each office arranged alphabetically by authors. (For samples see pages 5 and 6). Each bureau will decide whether it will use slips or sheets. Regular Department sheet, Forms AD-113 or slip forms AD-106 may be used, or plain slips or sheets may be used in their stead. It is important that the following information be given in the order indicated in the samples (pages 5 and 6):

A. For books, pamphlets and reports give:

1. LIBRARY CALL NUMBER. The "library call number" is a classification number composed of numerals and letters. It will not be found on all publications. When it is given, it will be on the book plate, pasted on the inside of the front cover, and also on the back of the book near the bottom. When the back of the book is too thin to carry the call number it will be on the upper left corner of the front cover.
2. AUTHOR. The author may be an individual, in which case his surname should be given first, followed by his initials. The author may be a government agency or an organization. In that case the name of the agency or organization should be given as U. S. Department of Agriculture, Brookings Institution, etc. If the agency is not clear, it may be omitted.
3. BRIEF TITLE. The title of the book is frequently very long. Only the first part of it need be given and long explanatory phrases may be omitted. Sometimes the title on the cover of the book differs from the one used on the title-page. The title on the title-page should be used.
4. ACCESSION NUMBER. The accession number is a serial number assigned to each publication by the library to identify that volume and to differentiate it from every other volume in the Department. Most but not all of the books in the Department have an accession number at the present time. In those books to which such a number has been assigned, it will invariably be found on the top of the page following the title page.

B. For Periodicals:

1. BOUND VOLUMES. Library call number (if any), title, volumes, dates, and accession number (if any). (For sample see B, page 5).
2. UNBOUND VOLUMES MORE THAN FIVE YEARS OLD. Library call number

Sample Sheet

- 280.12 Arnold, T. W. The bottlenecks of business. 1940.
Ar6 292957
- 286.12 Bacon, L. B., and Schloemer, F. C. World trade in
Bl3 agricultural products. 1940. 310896
- 284.3 Canada. Bureau of statistics. Internal trade branch.
Cl6C City index numbers of retail food prices, 1935-
1940. 332835
- 280.173 Childs, M. W. Sweden; the middle way. Rev. and enl.
C43S ed. 1938. 333940
- 280.8
J822 Journal of farm economics.
Have:
vol. 10-12, 1930-1932 301238
13, 1933 302346
14, no.1,2,4 Jan., April, Oct., 1934 Unb.
- 278.11 Smith, J. R., and Phillips. M. O. North America. 1940.
Sm6N 276556
1940
- 173.4 U.S. Office of civilian defense. Protection of schools and
C49Ps school children. 1941. 326581

Ralph R. Shaw

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The Librarian